

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16 ms

ANNOUNCEMENT NO. 52

### AIRPORT MAINTENANCE WORKER - BUILDING

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

#### SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$19.09 - \$19.86** per Hour.

#### FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON THURSDAY, JUNE 3, 2016 UNTIL 4:30 P.M. ON WEDNESDAY, JUNE 16, 2016.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON WEDNESDAY, JUNE 16, 2016.**

**THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.**

#### EXAMINATION INFORMATION

**TYPE: WRITTEN TEST** Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

#### DUTIES OF THE POSITION

Under supervision, assists in maintenance and repair work requiring mechanical ability and familiarity with airport equipment, facilities, and buildings. Duties may include but are not limited to snow removal, landscaping, concrete, asphalt, fencing, sewer, grass cutting, and crack-sealing repairs. Must be familiar with the operation and mechanism of building appurtenances, hand held power tools, and larger power equipment and vehicles used in facilities maintenance work. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MUST MEET THE MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AT THE TIME OF FILING UNLESS OTHERWISE STATED. SUCH QUALIFICATIONS AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma from an accredited high school program or GED is required. A two year accredited technical degree is required. (Substitutions for degree: completion of a two year accredited technical apprenticeship program; OR Completion of a vocational school HVAC/R, plumbing program, or commercial maintenance training program; OR A current State of Ohio Stationary Engineer's License; OR The equivalent of two years full time paid employment working commercial or industrial maintenance.) A valid State of Ohio Class "B" Commercial Driver's License is required and must be obtained within 6 months of the date of hire (In which case a valid State of Ohio Driver's License is required at hire.) Must be able to lift and carry 50 pounds, climb and descend ladders, as well as enter confined spaces and below grade vaults. Must have good verbal communication, average writing, and basic computer skills. Must be willing to work any permanently assigned shift in a three shift 24/7 schedule, with weekdays off as assigned. Must comply with a Transportation Security Administration (TSA) ten-year employment background check and fingerprint-based criminal history records check.

**NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

APPLICANT CHECKLIST: READ CAREFULLY

APPLICATIONS **MUST** BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

YOUR APPLICATION PACKET MUST **CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.**

REQUIRED ITEMS	DONE
COMPLETED APPLICATION FORM (DO <b>NOT</b> STATE "SEE ATTACHED RESUME"). <b>IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS</b>	
SIGN AND DATE THE COMPLETED APPLICATION (It does <b>NOT</b> have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE <b>IS REQUIRED</b> (If you have an Associate's or a Bachelor's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of that Degree).	
PROOF OF <b>ALL</b> COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
<b>CURRENT RESUME OR OTHER INFORMATION INDICATING THE FOLLOWING:</b>  Proof of <b>two year</b> technical degree <b>OR</b> (please indicate substitution claimed): <input type="checkbox"/> completion of 2 year technical apprenticeship; <input type="checkbox"/> completion of vocational school HVAC/R, plumbing program or commercial maintenance training program; <input type="checkbox"/> current Ohio Stationary Engineer's License; or <input type="checkbox"/> 2 or more years' full-time paid employment working commercial or industrial maintenance	
COPY OF VALID STATE OF OHIO CLASS B COMMERCIAL DRIVER'S LICENSE IS REQUIRED.	
THE THREE (3) CARDS IN THE APPLICATION <b>MUST</b> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CERTIFICATIONS LISTED IN THE APPLICATION.	
Any other information or materials that demonstrate your qualifications and experience for this position. <b>IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS.</b> A cover letter is welcomed but not required.	

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.